



## JOB DESCRIPTION

**TITLE:** Programme Co-ordinator, Ministry Training

**REPORTS TO:** Director, Ministry Training

**ROLE:** Permanent

**HOURS OF WORK:** 30 hours per week (0.6-0.8 FTE negotiable)

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### **PURPOSE OF THE ROLE**

The primary purpose of the Programme Coordinator is to engage with students, participate in programme design and development, and to manage the day-to-day running and administration of the Mission & Ministry Programmes, ensuring the programmes are well planned, ready to deliver and all stakeholders have adequate resources and support. These include but are not limited to:

- Pastoral Leadership
- Pastoral Leadership (Youth specialty)
- Mission Track
- Ministry Development Programme
- Ethnic Ministry

### **KEY RESPONSIBILITIES**

#### Administration

1. Administer and manage all aspects of the programmes, including database management, applications, referrals, student files, psychological assessments, and student evaluations.
2. Ensure the relevant CareyOnline course pages are kept up to date.
3. Communicate and liaise effectively with staff, students, and external providers.
4. Work with programme leaders to develop annual budgets and manage and monitor expenditure.
5. Continually review and improve business processes, ensuring the delivery of excellent services and systems.

#### Programme Co-ordination

1. Contribute to the planning and design of high quality programmes
2. Contribute to the review and evaluation of the programmes, in order to action improvements and changes as agreed.
3. Ensure delivery of the programmes through professional implementation of curriculum, placements, events, and communication with students and other stakeholders.

#### Student Support

1. Assist with the pastoral support and care of students, including referring them to other staff and specialist services where appropriate.
2. Assist in the selection, support and planning for students with particular needs.

#### Events and Marketing

1. Work with key staff to develop promotional campaigns relevant to the programmes.
2. Ensure website content is kept up-to-date, relevant and interesting.
3. Work with staff responsible for wider Carey events and marketing to ensure all Ministry and Mission events, conferences, and weekend retreats are delivered to a high standard.

#### Other

1. Some evening and weekend work is required.
2. Interface with Carey's other leadership formation programmes, e.g. Ngā Pou Amourangi

### **RELATIONSHIPS**

Other than direct line reporting relationships; key working relationships include, but are not limited to the following:

- Programme Leaders
- The Baptist Union
- Church Leaders
- Mission Agencies
- External Providers e.g. Psychological Consulting & Guest Speakers
- Pathways College
- Carey staff
- Partnering churches

### **KEY COMPETENCIES AND SKILLS**

#### **ESSENTIAL**

- Proven experience in administration
- Competent and confident in the use of systems and technology
- Excellent organisational and planning capabilities
- Demonstrated ability to build good relationships
- Excellent verbal and written communication skills

#### **PREFERRED**

- A relevant qualification

### **KEY ATTRIBUTES**

A variety of personal attributes will converge in the life of the successful applicant:

- A love for Jesus, with a passion for the vision, mission, and values of the College
- A strong commitment to the local church
- A passion, and call to, support students in theological education

- The ability to inspire and encourage others into ministry and service
- A team player, with a commitment to developing community
- Energetic, creative, flexible, and self-motivated, able to take initiative
- Resilient and imaginative when it comes to meeting challenges
- A sense of humour

**OTHER**

Some evening and weekend work may be required.